Committee Management JAD

Date:	July 31, 2002, Wed.
Time:	1:00–2:30 p.m.
Location:	Rockledge 2, Room 7111
Advocate:	Anna Snouffer
Team Leader:	Krishna Collie
Next Meeting:	**Wed., August 7, 1:00–4:30 p.m., Rockledge 2, Room 7111**

Action Items

1. (Krishna) Update this JAD regarding what is being released in the December and March releases of the CM Fast Track at the next meeting.

2. (Krishna) Validate the suffix box in the Degree Module to be sure there are no degrees in it.

3. (Colleen) Prepare the business rule for changing "Attendee Class" to determine what needs to change. We'll determine Use Case, finalize business rules and determine what the changes will affect. (Verify Roster Use Case)

4. (Krishna) Look at changes in the Roster Verification business rules that we're proposing to see ripple effects in member history, etc. (Verify Roster Use Case)

Documents

The following CM Use Case Specification documents were reviewed at this meeting.

- Copy Roster: http://era.nih.gov/Docs/Copy_Roster.pdf

- List Degrees: http://era.nih.gov/Docs/List_Degrees.pdf

- Verify Roster: http://era.nih.gov/Docs/Verify_Roster.pdf

- Verify Voucher/ADB Status: http://era.nih.gov/Docs/Verify_VoucherADB_Status.pdf

Action Item Review from Last Meeting

Action Item	Status
Action Items # 1 & 2: Speakers: Brad Sneade and Sara Silver	Will come to the Aug. 7 meeting.

Action Item 4: (Colleen) Check to see why you can no longer indicate the preferred address in the new Person module.	Michael Goodman, developer on the Persons Module, responded as follows: Preferred address can never be un-checked. It can be checked when you're dealing with an address that is NOT currently the "preferred" one. This was all covered in the TARs that supported the July release of the Persons Module, and was meticulously explained in the Persons Release Notes. I can't say what actually got folded into the CM release notes, but I know I provided all this information to the doc group. In other words, you can PREFER an address, but you can't just "unprefer" one. Think of it like the "set printer as default" option in your PC's control panel settings. The only way you can get one printer to STOP being the preference is by picking another one to take its place. If people cannot "check" the preferred flag on an address that is NOT currently preferred, then this is another story. Such a situation DOES warrant further investigation. If you can send us a committee ID and person ID in that case, we should be able to check into it.
Action Item #6: (~~Krishna~~ *Anna*)Check to confirm that the waivers are sent to DEC and not to OSCE (Roster Maintenance Use Case)	Change from Krishna to Anna.

Corrections to Meeting Minutes

Date	Use Case/Section	Changes/Suggestions
7/10	**Combine Council Subcommittee Meetings**	
	P. 5, Activity Diagram	Reverse Uncombine and Combine boxes. Change the Combine box to go with the Selected Meeting path and change the Uncombine box to go with the Deselect path.
	p. 7, Table. Element Name: Panel Name	Name of the Panel ~~holding the meeting (For SEPs and NACs only).~~
7/10	**Identify Non-FACA Meetings/Workgroups**	
	p. 7, Table. Element Name: Meeting Dates, Description	The ~~beginning~~ *start* date of the meeting
7/24	**Menu**	

p. 5, Table. Menu Items, Restricted/Security	Federal Staff: *N*	
	Federal Staff Costs: *Y*	
p. 39, 3.6.2.10, Attendee Types, Table.	'~~F~~ *S*'-Federal Staff	

Fast Track Update

Krishna will provide an update of which Use Cases will be included in the Fast Track release for December and March. Because of the budget constraints that have required the scope of future releases to be reduced, the CM Fast Track Module will be released in December with 12 Use Cases included and the remaining 12 will be included in the March release. The J2EE version of the Persons Module will be released in March.

Action: **(Krishna) Update this JAD regarding what is being released in the December and March releases of the CM Fast Track at the next meeting.**

CM Use Case Specifications: Copy Roster

There were several changes and suggestions, which are reflected in the following table.

Page	Description	Changes/Suggestions
4	Activity Diagram: Actor box: Select ~~Return to Roster Maintenance~~ *Copy Roster Member* Button	Change text as indicated.
6	4.4 Roster Details Elements table	
	Element name: Name Formatting: Character (~~25~~ *90*)	Increase characters from 25 to 90.
	Add three new elements with associated description, table/column name, formatting, edits and data conversion: • Attendee Type Description • Role Type Description • Class Type Description	Each of these is associated with the current element names: Type, Role, and Class, and should be inserted in the table below the respective element name. Add an acronym field for all six elements.
	Element name: Type. Char (~~1~~ *2*)	Increase the characters from 1 to 2.
	Element name: Role. Char (~~10~~ *2*)	Decrease the characters from 10 to 2.
	Element name: Class. Char (~~10~~ *2*)	Decrease the characters from 10 to 2.

Page	Description	Changes/Suggestions
7	Element name: Eth. Display Only, {***** - Missing data, …}	Add *****(asterisk).
9	6.4.1 Copy Roster Buttons	
	Return to ~~Roster Maintenance~~ C*opy Roster Member* – Navigate to Roster Maintenance Screen	
	Add new text as follows: ****(asterisk) – Missing Data***	

CM Use Case Specifications: List Degrees

There were several changes and suggestions, which are reflected in the following table.

Page	Description	Changes/Suggestions
4	3.1, Activity Diagram. <<Edit>> Degree Information	Degree information is being built into the Persons module, according to Sara Silver. This functionality will allow the ordering, sorting and selecting of degrees. When you press the "Degree Information" button in the CM Module, you open up the degree screen in the Persons module.
		There will be a common Roster generation screen that will be shared by both the Review and CM Modules and will include the information and functionality required by both.
5	3.3 Alternate Flow	Delete the "Cancel" button.
	~~2. User selects Cancel button, system returns to Roster Maintenance Screen.~~	
6	Table: Element Name, Degree. ~~VARCHAR2(4)~~ *Char(40)*	Change the formatting to *Char(40).*
7	6.4 Sample Screen	Delete the "Cancel" button at bottom of screen.
	Degree Suffixes	Degrees must be entered into the degree field of the Persons Module and not as a suffix to the person's name in the List Degrees Module. This will require training data-entry staff.
		Action: **(Krishna) Validate suffixes box in the Degree Module to be sure there are no degrees in them**

CM Use Case Specifications: Verify Roster

There were several changes and suggestions, which are reflected in the following table.

Page	Description	Changes/Suggestions
5	4.5 Roster Details Elements	Add column to Meeting_Roster_t. The attendee start and end dates should default to the meeting start and end dates. These dates can be changed manually to accommodate those cases where an attendee attends part of a meeting.
		Need to investigate the implications of this default throughout the system and how it affects, for example, vouchers.
8	6.4 IRG/SEP Post Mtg Roster Verification Screen	Colleen clarified that anything that is changed on this screen ripples through to change all associated modules.
		It was noted that this screen works for SEPs but does not work for IRGs
	Save/Verify buttons	The Save button/option is for the SRA.
		The Roster Verify button/option is for the GTA.
	Attendee Class	**Action: (Colleen) Prepare the business rule for changing "Attendee Class" to determine what needs to change. We'll determine Use Case, finalize business rules and determine what the changes will affect.**
		Question: If change occurs after the-meeting or after the meeting is verified, how do you "unverify" to make the change? There are many changes that occur after the meeting takes place.
		Action: (Krishna) Look at changes in the Roster Verification business rules that we're proposing to see ripple effects in member history, etc.

CM Use Case Specifications: Verify Voucher/ADB Status

There were several changes and suggestions, which are reflected in the following table.

Page	Description	Changes/Suggestions
5	4.4 Roster Details Elements: Date Received. Table/Column Name: ***meeting_expenses_t.received_date***	Add table/column name location as noted..
	4.4 Roster Details Elements: Date to SREA Table/Column Name: ***meeting_expenses_t.srea_date***	Add table/column name location as noted..
	4.4 Roster Details Elements: Check Date Table/Column Name: ***check_registers_t.check_date***	Add table/column name location as noted..
8	6.4 Voucher/ADB Status screen sample	Change to two screens: • Voucher Status Screen: information to screen based on Travel Type Code = V • ADB Status Screen information to screen based on Travel Type Code = T or O
	Roster Maintenance Screen	Add two buttons to the Roster Maintenance screen: • Voucher button will call the Voucher Status screen • ADB button will call the ADB Status screen Add the Voucher button to the ADB Status screen and the ADB button to the Voucher screen to allow user to toggle between screens for same meeting. Import on new ADB screen the field names in the current system. For both screens, use the same date in the database column but put on the screen: • ADB to Travel Office • Voucher to SREA

Future Meeting Schedule and Topics

Date	Topics
August 7	• Speaker: Brad Sneade. Topic: 508-Compliance Screen Layout Design. He'll talk about the dynamic menu vs. the 508-compliant menu. • Speaker: Sara Silver. Topic: New Persons Module • Committee Roster Report Use Case • Meeting Roster Report Use Case • Invitation to Travel Report Use Case • NIH-1715 (Voucher) Report Use Case • Mailing Labels Use Case • Review & Wrap Up (CDR #2)

Attendees

Blizard, Colleen (NGIT)

Collie, Krishna (RN Solutions)

Grabner, Caroline (NHLBI)

Johnson, Rebecca (NIGMS)

Seppala, Sandy (LTS/OCO, recorder)

Snouffer, Anna (OD)

Sprick, Carin (OD)

Thee, Linda (CSR)

Valeda, Kathryn (NHLBI)

Whelan, Kate (NIMH)